

GENERAL PROBLEMS

Please remember the death and stillbirth certificates are permanent legal documents which must be complete and accurate. Once filed, the certificates must stand alone, without the benefit of further explanation; missing data cannot be left to the interpretation of others long after the filing of the certificate.

1. **Cross-outs will not be accepted.** The paper certificate will be rejected and must be redone if it contains cross-outs or messy corrections. If a mistake does occur, the person responsible should either erase the error cleanly (the use of a minimal amount of good whiteout is allowed) or replace with a new certificate.
2. Spell name and words correctly. Be very careful to proof read the entire certificate before submitting it for filing. Common errors are, reversed letters (i.e. Goerge=George) and misspellings (i.e. Cottomuwood=Cottonwood).

Check names for spacing, both given names and surnames, (i.e. LeRoy or Le Roy; McCann or Mc Cann; VanOrden or Van Orden). Be consistent in completing the items when the same surname appears in more than one item.